

Classification

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REPORTS INVENTORY

PREPARE IN DUPLICATE						DDS/OTR/SIWA-11	
1. TITLE OF REPORT (if a fill-in report include Form No.) Records Holdings Survey						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE		<input checked="" type="checkbox"/> ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual		6. DISTRIBUTION (No. of components not number of copies) 1 (Records Officer, OTR)			
7. FORMAT (memorandum, form computer print-out, etc) Forms (tabular)		8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT HR <input type="text"/> GSA, FPMR STAT			
10. PREPARING COMPONENT (include lowest level contributing information to report) DC/SIWA, SIWA/WAF				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 1 (from WAF), same forms			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
15	\$12.80		4		\$51.20		1 \$51.20